

NEW OFFICER TRAINING AGENDA
Doubletree by Hilton-Koger Center
December 8-10, 2021
DAY ONE
Wednesday, December 8, 2021

8:00 AM - 9:00 AM	Continental Breakfast/Registration	
9:00 AM – 10:00 AM	Welcome and Introductions Compensation Board Functions & Duties	Tyrone Nelson , Chairman Laurie Hicks , APA Audit Director – Local Government and Judicial Systems Robyn de Socio , Executive Secretary, Compensation Board
10:00 AM – 11:00 AM	<u>Panel Discussion</u> State and Compensation Board Budget Process and Locality Pay Plans & Budget Process	<u>Panelists</u> Charlotte Lee , Budget Manager Matt Harris , Deputy County Administrator, Chesterfield County Sheriff Michael Mondul , City of Danville
11:00 AM – 12:00 PM	Division of Risk Management	Annika Melton , Risk Consultant Division of Risk Management, Department of Treasury
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:45 PM	Lawful Employment Practices Overview	Leah Stiegler J. Fielding Douthat Attorneys at Law Woods Rogers, PLC
2:45 PM – 3:00 PM	Break	
3:00 PM – 4: 00 PM	Freedom of Information Act	Alan Gernhardt Executive Director FOI Advisory Council Staff
4:00 PM – 5:00 PM	State and Local Government Conflict of Interests Act, Disclosure Filing and Training	Rebekah Stefanski Attorney, Virginia Conflict of Interest and Ethics Advisory Council
5:00 PM	Adjourn for Day	

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December 8-10, 2021

DAY TWO (morning)

Thursday, December 9, 2021

7:30 AM – 8:30 AM	Continental Breakfast	
8:30 AM – 9:45 AM	<u>Compensation Board Pay Plans</u> Treasurers & Commissioners	<u>Compensation Board Staff</u> Star Puaauli , Sr. Fiscal Tech
	Commonwealth's Attorneys & Circuit Court Clerks	Andy Waller , Sr. Fiscal Tech
	Sheriffs & Superintendents	Brian Bennett , Sr. Fiscal Tech Donna Foster , Sr. Fiscal Tech
9:45 AM – 10:00 AM	Break	
10:00 AM - 11:00 AM	<u>Compensation Board Pay Plans-continued</u>	Star Puaauli , Sr. Fiscal Tech Andy Waller , Sr. Fiscal Tech Brian Bennett , Sr. Fiscal Tech Donna Foster , Sr. Fiscal Tech
11:00 AM – 12:00 PM	Fines and Fees/Technology Trust Funds Clerks & Commonwealth's Attorneys	Mark Pellett , Fin & Mgmt Analyst
11:00 AM – 11:15 AM	Local Inmate Data System (LIDS) Sheriffs & Superintendents	Kari Jackson , LIDS Program Mgr
11:15 AM - 11:30 AM	LIDS Audits/Jail Cost Report Sheriffs & Superintendents	Kari Jackson , LIDS Program Mgr External Auditors Mark Pellett , Fin & Mgmt Analyst
11:30 AM	Sheriffs Adjourn	
12:00 PM – 1:00 PM	Lunch	

NEW OFFICER TRAINING AGENDA
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DAY TWO (afternoon)
Thursday, December 9, 2021

Virginia Circuit Court Clerks' Association

1:00 PM – 1:15 PM	Introduction to VCCA and Introduction of Speakers	1st Vice President Hon. Edward Jewett, Clerk City of Richmond
1:15 PM – 1:45 PM	Technology Trust Fund (TTF) Uses and other Tips	Technology Committee Hon. Randy Carter, Clerk City of Suffolk Vic Mason Clerk, County of King George
1:45PM --2:15PM	Legislative Process and the importance of Clerk Support throughout of the Year	Legislative Committee Co-Chairs Hon. Steve Landes, Clerk County of Augusta Hon. Edward Jewett, Clerk City of Richmond Hon. Randy Carter, Clerk City of Suffolk
2:15PM--2:45PM	Partnering Relationships for the Better Tomorrow	Public Relations Committee Hon. Chaz Haywood, Clerk County of Rockingham & City of Harrisonburg
2:45 PM – 3:15 PM	Career Development Program	2nd Vice President Hon. Teresa Dobbins, Clerk County of Powhatan
3:15 PM - 3:30 PM	Personal Tips for a Happy, Well Run and Successful Clerk Office and “Must do” items	All Presenting Clerks
3:30 PM - 4:00 PM	Wrap up and General Discussion	1st Vice President Hon. Edward Jewett, Clerk City of Richmond
4:30 PM	Clerks Adjourn	

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DAY TWO
Thursday, December 9, 2021

Commissioners & Treasurers Association Session

11:00 a.m.	Welcome	Hon. Phil Kellam, CRAV President Commissioner, City of VA Beach Hon. Jeff Shafer TAV President Treasurer, City of Harrisonburg
11:00 a.m. – 11:15 a.m.	IRMS & EESMC	C. Keven Wright, Director of Special Taxes & Locality Liaison Department of Taxation
11:15 a.m. – 12:00 p.m.	State & Estimated Income Tax Processing, Operations	Heather Cole, Manager Dept. of Taxation
12:00 p.m. – 1:00 p.m.	Lunch	

Commissioners Association Session

1:00 p.m. – 1:45 p.m.	Dept. of Motor Vehicles	Sandy Jack, Director of Data Management Services Tara Pyatt, Manager UAS Program and Compliance
1:45 p.m. – 2:15 p.m.	Lobbying 101	Hon. Page Johnson, Commissioner City of Fairfax
2:15 p.m. – 2:45 p.m.	Public Relations and Office Branding	Hon. Maggie Ragon, Commissioner City of Staunton
2:45 p.m. – 3:00 p.m.	Break/Refreshments	
3:00 p.m. – 3:30 p.m.	Office Organization & Personnel Management	Hon. Scott Harris, Commissioner Hanover County
3:30 p.m. – 4:00 p.m.	Day in the Life of a CoR	Hon. Chris Jones, Commissioner Lee County
4:00 p.m. – 5:00 p.m.	Roles & Responsibilities of the Commissioner	Hon. Scott Harris, Commissioner Hanover County
6:30 p.m.	Dinner with Association	

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DAY TWO
Thursday, December 9, 2021
Treasurers' Association

1:00 PM – 2:45 PM	Roles & Responsibilities of the Treasurer	Hon. Fred Parker Treasurer, Washington County
2:30 PM – 2:45 PM	Refreshment and Networking Break	
3:00 PM – 5:00 PM	Collections	Jeff Scharf Taxing Authority Consulting Services, P.C. (TACS)
5:00 PM	Adjourn for Day	
6:00 PM	TAV dinner hosted by Truist	

Day Two
Thursday, December 9, 2021

Commonwealth's Attorney Agenda

1:00 PM – 1:15 PM	Virginia Criminal Justice Foundation (VCJF)	Hon. Donald S. Caldwell Commonwealth's Attorney City of Roanoke
1:15 PM – 2:00 PM	Commonwealth's Attorneys' Services Council	Jane Chambers , Director
2:00 PM – 2:45 PM	Dept. of Criminal Justice Services	Shannon Dion , Director Kristina Vadas
2:45 PM – 3:00 PM	Break	
3:00 PM – 3:45 PM	Virginia Association of Commonwealth's Attorneys	Hon. Nate Green Commonwealth's Attorney James City Co./Williamsburg Amanda Howie Administrator
3:45 PM – 4:15 PM	Importance of Attorney & Staff Well-being	Megan Zwisohn Deputy CA Rockbridge County
4:15 PM – 5:00 PM	An Introduction to <i>Prosecutors' Encyclopedia</i>	Elliott J. Casey , CASC
5:00 PM	Adjourn for Day	
6:30 PM	Group dinner hosted by VACA	

NEW OFFICER TRAINING AGENDA
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Commissioners Association Session continued

DAY THREE
Friday, December 10, 2021

7:00 a.m. – 8:00 a.m.	Continental Breakfast	
8:00 a.m. –9:00 a.m.	Personal Property, Business Personal Property and M&T	Hon. Jamie Timberlake, Commissioner, Powhatan County
9:00 a.m. – 9:45 a.m.	Local Option Taxes: BPOL Merchants Capital, Excise & Fiduciary taxes	Hon. Todd Divers, Commissioner City of Charlottesville
9:45 a.m. – 10:15 a.m.	Break (allow attendees to check out of hotel rooms)	
10:15 a.m. – 11:15 a.m.	Real Property Taxes Tax Relief & Veterans Relief	Hon. Chris Jones, Commissioner Lee County
11: 15 a.m. – 12:00 p.m.	Local Appeals, Refunds, & Exonerations	Hon. Ann Burkholder, Commissioner, City of Winchester
12:00 p.m. – 1:00 pm	Lunch	
1:00 p.m. – 1:30 p.m.	Land Use Program	Hon. Mark Bissoon, Commissioner Caroline County
1:30 p.m. – 2:00 p.m.	Public Service Corporations	Hon. Ann Burkholder, Commissioner, City of Winchester
2: 00 p.m. – 2:15 p.m.	Bank Franchise	Hon. Todd Divers, Commissioner, City of Charlottesville
2:15 p.m. – 3:00 p.m.	Career Development	Hon. Maggie Ragon, Commissioner City of Staunton
3:00 p.m.	Certificates	
3:15 PM	Adjourn	

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DAY THREE

Friday, December 10, 2021

Treasurers' Association

8:00 AM – 10:00 AM	Roles & Responsibilities of the Treasurer	Hon. Fred Parker Treasurer, Washington County
10:00 AM – 10:15 AM	Refreshment and Networking Break	
10:15 AM – 11:00 AM	TAV Technology	Hon. Charles Evelyn Treasurer, New Kent County
11:00 AM – 12:00 PM	Career Development & Office Accreditation	Hon. Laura Rudy Treasurer, Stafford County Hon. Jason Vandever Treasurer, City of Charlottesville
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 1:30 PM	TAV Mentoring Program	Hon. Jody Acosta Treasurer, City of Falls Church
1:30 PM – 2:00 PM	Panel Discussion	Hon. Jeff Shafer , President TAV Treasurer, City of Harrisonburg Hon. Fred Parker Treasurer, Washington County Hon. Laura Rudy Treasurer, Stafford County
2:00 PM – 3:00 PM	Lobbying	Hon. Ron Williams Treasurer, City of Suffolk
3:00 PM	Adjourn	

NEW OFFICER TRAINING AGENDA
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DAY THREE
Friday, December 11, 2021
Commonwealth's Attorneys' Association

7:30 AM – 8:00 AM	Continental Breakfast	
8:00 AM – 10:00 AM	Things You Need to Know Something About: <i>Expungements, Concealed Carry Permits, Policy Issues and Leadership Challenges</i>	Hon. Bryan L. Porter Elliott J. Casey, CASC
10:00 AM – 10:15 AM	Break	
10:15 AM – 11:45 AM	More Things You Need to Know Something About: <i>Election Law, U Visas & T Visas, "Inmate Mail"</i>	Hon. Bryan L. Porter Elliott J. Casey, CASC
11:45 AM – 12:30 PM	Setting a Tone of Compliance with the Rules of Ethics & the Conflicts of Interest Act (COIA)	Hon. Bryan L. Porter Commonwealth's Attorney City of Alexandria
12:30 Noon – 1:15 PM	Lunch	
1:15 PM – 2:30 PM	Handling Your First Big Case: <i>Media Relations, Law Enforcement Issues, Grand Juries, Special Prosecutors, Finding a Mentor</i>	Hon. Donald S. Caldwell Hon. Bryan L. Porter
2:30 PM – 2:45PM	Break	
2:45 PM - 4:30 PM	Handling Your First Big Case (<i>con't.</i>)	Hon. Donald S. Caldwell Hon. Bryan L. Porter
4:30 p.m.	Adjourn	